





Series 0503 Financial Clerical and Assistance -- *Career Roadmap*

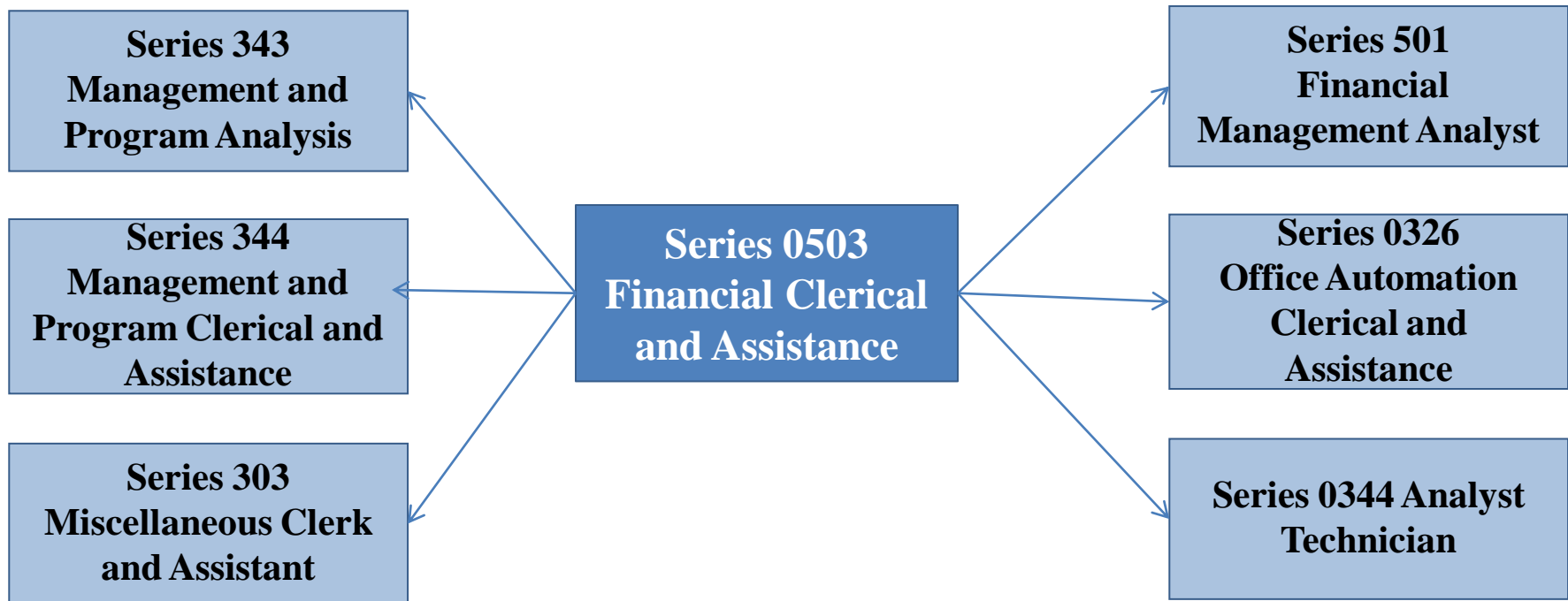
		CWDA Skill Level 1: GS 1-8	CWDA Skill Level 2: GS 9-13	CWDA Skill Level 3: GS 14-15
	Academic Credential Requirement:	May combine education (HS or above) and or experience to qualify. Qualification for GS 06 and above requires experience at the next lower grade and/or a combination of education and experience. Details at: opm.gov/qualifications/standards/group-stds/gsc-cler.asp	Qualification for GS 9 and above requires experience at the next lower grade and/or a combination of education and experience. Details at: opm.gov/qualifications/standards/group/gsc-cler.asp	Qualification for GS 14 and above requires experience at the next lower grade and/or a combination of education and experience. Details at: opm.gov/qualifications/standards/group/gsc-cler.asp
	Desired Education & Training:	<ul style="list-style-type: none"> • Intro to Disbursing • Defense Property Accountability • FM101 • Principles of DoN Budgeting • Budget Execution • Fiscal Law • PPBES Course • ASMC mini-PDIs 	<ul style="list-style-type: none"> • Defense Property Accountability • FM101 • Principles of DoN Budgeting • Budget Execution • Fiscal Law • ASMC mini-PDIs • EDFMTC • NWCF101 • MIC Program • Basic Governmental Accounting 	<ul style="list-style-type: none"> • EDFMTC • NWCF101 • MIC Program • Basic Governmental Accounting • ASMC mini PDIs • ASMC PDI • EDFMTC • Leadership Training
	Competency Requirements	<ul style="list-style-type: none"> • Accounting Concepts: Processes and Procedures • Attention to Detail • Audit • Budget Execution • Budget Formulation • Communication • Conflict Management • Continuing Process Improvement • Critical Thinking • Decision Making • Financial Analysis Modeling • Financial Analysis: Risk Assessment • Financial Rules and Regulations : Federal Laws • Financial Rules and Regulations : Financial Policies • Financial Systems and Reporting • Leadership • Mission Focus • Performance Improvement • Problem Solving • Programming • Project Management • Research & Data Collection • Strategy Development 	<ul style="list-style-type: none"> • Accounting Concepts: Processes and Procedures • Attention to Detail • Audit • Budget Execution • Budget Formulation • Communication • Conflict Management • Continuing Process Improvement • Critical Thinking • Decision Making • Financial Analysis Modeling • Financial Analysis: Risk Assessment • Financial Rules and Regulations : Federal Laws • Financial Rules and Regulations : Financial Policies • Financial Systems and Reporting • Leadership • Mission Focus • Performance Improvement • Problem Solving • Programming • Project Management • Research & Data Collection • Strategy Development 	<ul style="list-style-type: none"> • Accounting Concepts: Processes and Procedures • Attention to Detail • Audit • Budget Execution • Budget Formulation • Communication • Conflict Management • Continuing Process Improvement • Critical Thinking • Decision Making • Financial Analysis Modeling • Financial Analysis: Risk Assessment • Financial Rules and Regulations : Federal Laws • Financial Rules and Regulations : Financial Policies • Financial Systems and Reporting • Leadership • Mission Focus • Performance Improvement • Problem Solving • Programming • Project Management • Research & Data Collection • Strategy Development

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	Desired Experience	3 Total years on the job FM Assignments	One 3-6 month rotation, or at least 4 different full time positions within FM field. On the job FM Assignments -5 Years at Journey level, 8 years in Total	7 Years at Expert Level, 15 Years in total One 3-6 month rotation at this level, or at least 4 different full time positions within the overall 15 Years of FM Experience
	Desired Certifications			• CDFM
	Experience Requirement:	Ranges from none for GS1, up to 1 year for GS5/above, depending on the grade. For details see: opm.gov/qualifications/standards/group-stds/gs-cler.asp	For GS 9/above: Normally, 1 yr specialized experience at next lower grade required. For details see: opm.gov/qualifications/standards/group-stds/gs-cler.asp	For GS14/above: Normally, 1 yr specialized experience at next lower grade required. For details see: opm.gov/qualifications/standards/group-stds/gs-cler.asp
	Desired Leadership Competency Level (CLD)	Foundation	Foundation, Supervisory	Foundation, Supervisory, Management, Executive

Career Opportunities

Related Job Series: The chart below identifies Job Series within the occupational group with the greatest similarity in scope of work and competencies. Click on an icon to see the Career Roadmap for the Job Series.



Competencies: You may determine how closely your competencies match the related Job Series by conducting a Self- Assessment within **CWDA**.

Additional Opportunities: You may conduct a Self-Assessment within CWDA for any Job Series represented within the Marine Corps to determine how closely your qualifications and competencies match other opportunities. For a comprehensive list of Job Series, [click here](#).